

# **Baltimore County Department of Health Bureau of Behavioral Health - Prevention Services**

## **FY23 All Stars Character Education Funding**

The Baltimore County Department of Health (BCDH), Bureau of Behavioral Health (BBH) is pleased to announce the availability of the FY23 All Stars Character Education (ASCE) Funding. Funding is available to community, faith-based and youth organizations within Baltimore County to conduct the evidence based ASCE program with groups of fourth and fifth grade students (ages 9-11). The program can stand alone or be easily integrated into an existing group.

ASCE is an innovative science-based prevention program that promotes prosocial behavior and attitudes. It is designed to prevent and delay the onset of high-risk factors associated with alcohol and other drug use. ASCE consists of fourteen fun, engaging and highly interactive session activities and a closing celebration. Through small group activities, artwork, and games, the program enhances development of positive characteristics in youth.

It has been shown to:

- Build positive character traits
- Establish positive norms for social behavior
- Promote bonding with positive, supportive social institutions
- Promote positive parental attentiveness

There are six character words discussed and explored throughout the ASCE program:

**Caring, Forgiving, Helpful, Honest, Respectful and Responsible.** For more information about the program, visit: <http://www.allstarsprevention.com>.

## **Funding Criteria**

- Organizations are eligible to apply for \$1,450 to implement the program (based on 10 eligible students per group).
- Funds for this program are limited. Applications will be reviewed and considered for funding as they are received. Applications will be accepted until all the funds for this program are exhausted, no later than October 31, 2022. Programs are desired throughout Baltimore County. Priority may be given to complete applications that are most advantageous to Baltimore County.
- Programs may claim \$250 of the funding as indirect costs for program management and coordination.
- Organizations may receive 50% of the funding upfront for costs and should submit an invoice for 50% with the application.
- Funds may not be used to supplant compensation of personnel/staff.

## Disbursement of Funds

Approval of programs selected for funding will result in a Purchase Order issued to the organization. Invoices are required for the disbursement of funds. Invoices, with signature of the organization's representative, should be on organization letterhead if possible. **As the disbursement process may take several weeks, programs should allow ample time for funding to be received when program planning.**

- Upon approval of the application, the organization may request 50% of the proposed budget for program planning and implementation. At this time, signed invoices will be accepted electronically.
- After utilization of the initial 50%, the organization must submit documentation of funds spent (i.e. proof of payment/itemized receipts). A second invoice for 30% of the budget may then be submitted. The final 20% of the budget will be disburse at the end of the program.

## Conditions of Award

### Organization must:

- Identify and train two group leaders. (Primary/Secondary or co-leader designs accepted)
- Purchase and schedule training for ASCE program leaders from KNS Learning Solutions  
Contact Kathleen Nelson-Simley: 402-489-1072, [kathleen@knslearningsolutions.com](mailto:kathleen@knslearningsolutions.com)
- Complete and submit proof of 3 hour self-paced online training per leader
- Recruit and select a group of 10 students (4<sup>th</sup> and 5<sup>th</sup> graders, ages 9-11)
- Acquire parent permission
- Purchase student materials, food and incentives items
- Conduct Pre/post survey
- Report demographics and weekly attendance
- Conduct lessons with fidelity to the curriculum
- Allow BCDH staff to conduct site visits
- All imprinted literature, materials and/or promotional items shall contain the following acknowledgement of Maryland Department of Health and Substance Abuse & Mental Health Services Administration (MDH and SAMHSA) support: "Supported by MDH & SAMHSA". In addition, all imprinted items must be pre-approved by BCDH and OPHI.

### Reporting Conditions

- Program must be completed and funds spent by May 31, 2023. Original receipts of final expenditures must be submitted no later than two weeks after completion of the program (June 14, 2023).
- All funds are expected to be expended; however, any unspent funds must be returned by check or money order made payable to "Baltimore County, Maryland" with the final report.
- Consideration for future funding may be affected by failure to comply with the stated Conditions of Award



## Application Cover Page

<b>Organization Information</b>	
Name:	
Street Address:	
City:	
State:	
Zip:	
<b>Primary Contact Person</b>	
Name:	
Title:	
Email Address:	
Telephone Number:	
Fax Number:	
<b>Total Funds Requested In This Application:</b>	
<b>Total Number of Students:</b>	
<b>Signature: Organization agrees to adhere to all requirements and conditions of award</b>	

<b>***** FOR DEPARTMENT OF HEALTH ONLY *****</b>	
Date Application Received:	
Date Approved/Disapproved:	Funded Amount: \$
Signature: Prevention Program Manager	Date:

## Application

Applications will be reviewed for comprehensiveness, clarity of the proposal and completed budget.

### Checklist for Submission

The following items must be included with the application submission:

- Application Cover Page (electronic signature is accepted)
- Proposal (Program Description/Summary)
- Program Budget
- W-9 Form
- First Invoice (50%)

### **Deadline for completed application: October 31, 2022**

Email, Mail or Drop-off applications:

Baltimore County Department of Health,

Bureau of Behavioral Health – Prevention

6401 York Road – 3<sup>rd</sup> Floor

Baltimore, MD 21212

Monday – Friday (except on county observed holidays)

8:30 a.m. – 4:30 p.m.

For more information contact:

Asheima Parkinson

410-887-3324

[aparkinson@baltimorecountymd.gov](mailto:aparkinson@baltimorecountymd.gov)

## Proposal

Please submit a proposal and make sure to include the following:

- Information about agency, qualifications of group leaders and program administrator
- Program location
- Target audience
- Timeline
- Recruitment plan
- How often will the program be implemented per week?
- Any other information you would like us to know about your organization

## Program Budget

### Allowable Expenses

Line Item	Description	Total Amount of Funding Allowed	Amount Requested
Educational Supplies	2 Teacher Manuals (required for training and program) 1 pack of student material	\$150	
Educational Training	2 Group Leaders @200 each	\$400	
Operational Supplies (needed to conduct program)	Markers, Easel Pads, Pencils, Scissors, etc.	\$100	
Food	Student activities and celebration	\$250	
Incentives (gift cards are not an allowable incentive)	Incentives for students	\$300	
Indirect Costs	Program Management and Coordination (receipt not required)	\$250	
<b>Total Funding Request</b>		<b>\$1,450</b>	

List proposed program expenditures in the applicable budget line item. Submit the proposed budget with the application for approval. List items from each vendor together including shipping and handling. Administrative materials, incentive prizes and food funds can be moved between categories with prior written approval from BCDH staff. Requests to reallocate must be in writing.

## Reporting

**Final reports are due two weeks after program completion.** Final report must include:

- Expenditure Summary Form. Original receipts not previously submitted must be attached to this form. **Receipts must show proof of payment.** Invoices are not receipts. All expenditures require submission of itemized receipts.
- Summary of program's success, comments or concerns. Use space below.

**Expenditure Summary Form**

Educational Training: (Group Leader Training)			
Names	Unit Price	Quantity	Total
	\$200.00	1	
	\$200.00	1	
Educational Supplies: (Leaders guides and student materials)			
Item Description	Unit Price	Quantity	Total
ASCE Teacher's Manual	\$40.00 (required for leader training and program)		
ASCE Student Materials Standard Package	\$6.00 (per student)	10 (sold as package of 10)	
Operational Supplies: (Markers, Easel Pads, Pencils, Scissors, etc.)			
Store	Item Description	Total	
Incentive Prizes: (gift cards are not an allowable incentive)			
Store	Item Description	Total	
Food: (Student activities and celebration)			
Item Description/Vendors	Unit Price	Quantity	Total
Indirect Cost			Total \$300
Grand Total			